A computer without a **word processing program** is only being half-utilized. And the unused half is the most important, because we all have reams of letters to write, scripts to type, text to edit, files to keep and data to record.

Write-On! was developed to solve all these problems, and more, for you...easily, quickly, and effortlessly. Have we succeeded? In the June 81 issue of Byte magazine, they reviewed Write-On! against the competition. And here are just some of the nice things they had to say.

Write-On

"Write-On! is **amazingly error-free** and it ran the first time we put it on the computer. One of us thinks it's his **choice of all** the word processors that we reviewed." "Write-On! is a super word processor....touch typists can enter text quickly and easily....

To continue with words from Byte, "Along with excellent human engineering, Write-On! provides **superlative documentation** . . . leads the user by the hand . . . explanations are **clear** and concise . . ." ". . . performs its editing chores with ease and speed . . . even provides for form letters using data files." And . . . ". . . undoubtedly the **most powerful features** found in a microcomputer-based word processor."

Our users have been saying the same kind of things about Write-On! The reason, we believe, is because of all the word-processors available, this one was designed to be **user-oriented** . . . to be easy for non-computer types to get professional results with. Whether used for business, professional, home or school . . . Write-On! is the right one because it is right-on.

W R I T E - O N ! TM

PROFESSIONAL WORD PROCESSING
MADE EASY

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Phone: (213) 366-7160

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CHAPTER 1

WELCOME TO THE WORLD OF WRITE-ON!

Write On! is the easy to use word processing system designed for you and your Apple computer.

With Write-On! and this step by step User's manual you will learn how to --

Print your letters, reports and manuscripts quickly and automatically.

Enter your text with automatic carriage return, "shift key", insert, delete, find, change, and repeat. All commands are easy to remember. (Change is 'C', Insert is 'I', Top is 'T', etc.)

Move, copy, delete, and insert large blocks of text lines and paragraphs with a single command.

Edit and merge any text disk file -- even files not created by Write-On! -- and spool text to disk for later printing or editing.

Set variable margins (top, bottom, left, and right) and set, use, and clear tabs.

Automatically fill out text lines to make an even right margin, center titles and other information, and skip and indent for new paragraphs.

Enter name and address (or any other information) into form letters (or any other text) from the keyboard while printing.

Do underlining and overstriking (boldface) on printers with backspace capability.

Have up to twenty headings print at the beginning of every page.

Print page numbers on each page, when desired, at various positions on the page (centered, left, right, or alternating, top or bottom) with or without characters before and after the number, beginning with any selected number.

Chain files when printing so you can print an infinite number of pages in one computer run.

Use single sheets of paper or continuous forms.

Select between alternate margins with a single keystroke for easy preparation of scripts and screenplays.

Automatically write a personalized form letter and mailing label for every person on a mailing list using the new DATA FILE WRITER. All you have to do is is tell Write-On! the name of the letter Text File and the name of the mailing list Data File.

Use the DATA FILE WRITER to print several hundred checks from a Data File containing payees and check amounts.

Create and edit Data Files which may have up to nine Fields per Record, with each Field being of variable length up to 256 characters long.

Copy, move and delete entire Records or groups of Data Records with Write-On!'s new Record Commands.

Create Write-On! Data Files from your existing systems (Mailing List, Payables, etc.) with simple BASIC commands.

Create Pre-formatted Text Files of often-used text, such as form letters or standard paragraphs, for faster printing on unbuffered or high-speed printers.

The Write-On! Word Processing System is designed to run on the popular Apple II computer, and was written in Applesoft BASIC and machine language. This means that you must either have an Apple II Plus computer, or have the Applesoft Firmware Card installed in a standard Apple II. You'll need an Apple Disk II disk storage unit and some diskettes to store and recall your program and text files.

You use a television or video monitor to display your interactions with the computer. Many people find that a small, inexpensive black and white TV, placed right on top of the Apple, will do nicely for business and word-processing.

Finally, you'll need some kind of printer to produce your final copy. There is a wide range of printers available which are compatible with the Apple, and you'll want to select one which satisfies your needs for speed, print quality, forms flexibility, quietness, type faces, and of course, affordability. Some people feel that "letter quality" print is necessary for correspondence and publishing, while for other uses a "dot matrix" print style is adequate, while often being both cheaper and faster. Spend some time with a reputable dealer discussing your specific needs, to be sure of getting the printer that is just right for you.

Like the disk unit, the printer must have a controller interface card plugged into a slot in the back of the Apple. Your dealer can help you select and install the correct interface for your printer.

Originally, the Apple II was designed to handle capital letters only, so you may want to make two changes to your machine to make it behave

more like a conventional typewriter. These changes are for convenience only, and are not necessary to make Write-On! work properly with your printer.

1. You may want to install a Lower Case Adapter in your machine. This is a small! device which allows the Apple II to display both upper case (capital) and lower case (small) letters on the screen. You may feel using an adapter makes it easier to see what you are doing. Your alternative is to use inverse (black-on-white) to show capitals. This adapter requires no soldering or other permanent changes to your Apple, and is available at your dealer for about sixty-five dollars. Your dealer should install it for you for a nominal fee.

2. You may also wish to connect the shift key to a pin of the Apple Game I/O connecter in the back of the machine so you can use the shift key to enter capital letters. This modification requires soldering, and may void the warantee of your Apple. If you are at all squeamish about taking your machine apart and soldering on it, please have a qualified service person at your dealer make the modification. An Appendix at the back of this manual will show you how to do it. If you don't make the modification, you must use the ESC key on your keyboard as a shift key.

All in all, a complete Apple II word processing system can be assembled for three to six thousand dollars, the primary variable being the cost of the printer you select. For this price, you have a very powerful tool for word processing now, and a tremendous potential for other uses later on.

The Write-On! system needs to know certain information about the way your computer is set up, and how your printer works. You tell Write-On! this information by answering a few questions it will ask you, and it will then save the information for future use. We call this process "installing the system."

Place your Write-On! diskette into the disk drive and "boot" the disk. If your Apple has "autostart," this simply requires turning it on. If you're unsure about how to boot the disk, consult the Apple DOS Manual, or ask your dealer or a friend for help.

After booting, Write-On! will give you a choice of Editing, Printing, or Installing a new system. Type I (Install), and press the key marked RETURN. Next you will be asked if you have a Lower Case Adapter installed. (See the previous section for details.) Answer Y or N. Write-On! will ask if you have 2 disk drives. Respond with a Y if you have 2 or more disk drives, or an N if you have a single drive system. You will then be asked which slot your printer interface has been installed in. Usually this is slot 1 or 2. Check now, and respond accordingly.

Some printers require a special set of control characters when the printer is turned on to select options like column width, bi-direction printing, character set, etc. Check your printer manual, or ask your dealer, and type in those characters when asked.

Finally, some printers do not automatically advance the paper after a carriage return. If your printer requires a separate line feed character at the end of each line, type a Y.

After you answer the last of these questions, Write-On! will display the information and give you an opportunity to change your responses. If everything is OK, Write-On! will tailor itself to your requirements and install itself. If at any time you change your system, rerun the installation program.

After you install the system, you may wish to make one or more copies of the disk and save the original for backup. First and most important - cover the write-enable notch on the edge of the disk, to prevent it from being accidentally damaged.

If you have two disk drives, you can use the COPY program from your DOS System Master diskette. If you have only one drive, you can use one of the widely-available single drive copy programs. You won't need all the files on the Write-On! diskette, but be sure to copy WRITE-ON! (the Hello program), EDITOR, PRINTER, MACHSUBS and KEYIN.

If you would like to use Write-On! with DOS 3.3, you can copy and convert it with MUFFIN as follows:

1. Boot your DOS 3.3 System Diskette.
2. Put a blank diskette in the drive and type NEW, then type INIT WRITE-ON!
3. Put your DOS 3.3 System Diskette back in the drive and type BRUN MUFFIN. Tell the program where to find your original and copy diskettes when it asks. When it requests a FILENAME, type "=" (an equal sign). Then type "Y" to indicate that you want prompting.
4. Copy the following files by typing "Y" when their names appear -- WRITE-ON!, EDITOR, PRINTER, MACHSUBS, and KEYIN. Type "N" to all the other files.

Some people prefer to keep their text files on disks separate from the Write-On! programs. In this case just initialize a blank disk prior to starting the Write-On! system, and place it in the drive whenever you need to load or save your text.

This manual presents a series of examples, and shows you how to get your desired result. We will start with some simple written things and progress to situations which may be more complex than any you may ever encounter. This way, you can learn Write-On! in small, easy to handle stages and begin using the system for many things right away. All the examples we mention are on your Write-On! diskette.

Since most people learn best by doing, it's very important that you follow the examples as you read. Many of Write-On!'s functions will become crystal clear as soon as you see the results on your own system. Work through the examples as carefully as you can, and soon you will be fully in command of Write-On! and its many features.

Before we start, we should explain a few things about the way Write-On! does its job. Word processing is typically done in several steps. First a "rough" file of text is entered into the system through the keyboard. This raw file can be edited and manipulated in many ways, ranging from the correction of typographical errors to a complete rearrangement of the text. Next the edited text file is "saved" onto a diskette, and finally, the saved file is formatted and printed on the printer.

Write-On! uses two main programs to do the work. The EDITOR program aids in the creation, correction and manipulation of files of text. Once these files are complete, the PRINTER program formats and prints them.

In order for the PRINTER program to do things the way you want, you must tell it how you want your finished document to look. You give this information to the PRINTER by inserting "Printer Commands" into the text files in the appropriate places. You might want to tell the PRINTER program to start a new paragraph up here and skip five lines down there, for example. The EDITOR provides a very easy way to put in Printer Commands when you enter your text, as you will see when you write your first document with Write-On!

CHAPTER 2

YOUR FIRST SESSION WITH WRITE-ON!

Let's start with the simplest kind of application. Suppose we want to create a neatly printed page with a few paragraphs of text material. The first thing you do is get the EDITOR program running. This can be done in one of several ways -- 1) "Boot up" the system and select the EDIT option, or 2) if the system is already booted, put a Write-On! program disk in the drive and type "RUN EDITOR", or (3) after printing, the PRINTER program will allow you to go directly to the EDITOR.

Once the EDITOR program has been started, it will ask you if your text is coming from 1 - DISK or 2 - KEYBOARD. Since you are going to create text from the keyboard, respond with a "2". The program will ask you if the file is going to be a DATA FILE. This will be discussed later, but reply "N" for now.

The screen will change, and you'll see a message across the top of the screen that says

TYPE INSERTED TEXT CTRL-E TO END

Also notice the blinking square on the left edge of the screen. The EDITOR is now in INSERT MODE, and the blinking square, called the cursor, indicates where the new text will go.

Go ahead and begin typing your text. Anything will do for now. We just want you to get the feel of using the keyboard and see how the display looks.

Use the ESC key as a shift key unless you have made the shift key modification described in Appendix A. The shift can be "locked" by pressing the ESC key twice, and unlocked again by pressing the ESC key once. If you find that

every letter is capitalized, even when you don't want it to be, check to see if something is connected to your game paddle port. Sometimes paddles have to be disconneced when you are using Write-On!, because they look just like a shift key to the system.

When you get near the right side of the screen, the EDITOR will begin a new line automatically. This means that you can just keep typing in text, "power typing" fashion. Forget about ends of lines and let the program work for you. You don't even have to be concerned about typing errors, because they are so easy to correct later on.

Try typing another sentence. And another. When you want to start a new paragraph, hit a Control-P (hold down the CTRL key while pressing the P key). Notice that the EDITOR jumps to a new line and writes a strange sequence of characters on the screen -- \P\.

This is an example of a "Printer Command". When the PRINTER program sees \P\, it will know to begin a new paragraph. As you will see, all Printer Commands begin and end with a backslash character (\), and must always appear at the beginning of a new line, before any printable text.

Type in one or two more paragraphs for practice, and then we'll try making corrections. When you're done typing in your text, type a Control-E (to End) as stated at the top of the screen, and the EDITOR will take you to COMMAND MODE.

As you have seen, Insert Mode is used to enter text from the keyboard into the computer's memory. Once the text is there, you can use Command Mode to manipulate or edit the text in various ways.

When you get into Command Mode, the top line of the screen reads

```
==>                                    ENTER COMMAND
```

Also notice the asterisk (*) on the left edge of the screen. This is the "Current Line Pointer", or CLP for short, and indicates the Current Line which will be affected by the next command. Some commands position the CLP, some do things to the Current Line, and others define or operate on blocks of text. You can use still other commands to merge in another file from the disk, print the raw file, or save text to the disk.

In short, you use Command Mode to perform all editing functions on the current file of text in memory. Gradually you will build a repertoire of these commands, and in later sections we will discuss each command in detail. For now, let's get started by trying a few of the most common Write-On! commands.

You can move the Current Line Pointer around in your text file by using the positioning commands. For example, type a D while in Command Mode, and you'll see the CLP move down one line in the file. Type U and the CLP moves Up a line.

To move Up or Down several lines, type U (Up) or D (Down) followed by the number of lines you wish to move. For example, type D9 and the CLP will jump down nine lines. Try U4, and the CLP moves up four lines. You can move Down or Up a page at a time by typing DP (Down Page) or UP (Up Page). When you want to get directly to the Top or Bottom of the file, type T or B.

Perhaps the most useful of all the positioning commands are the Find (F) and Repeat Find (RF) commands. The F (Find) command asks for a "search string" (the sequence of characters, or "string," you wish it to look for), and then scans from the CLP forward, setting the CLP at the line where the string first occurs. In this way, you don't have to count lines on the screen to move to a certain place. The RF (Repeat Find) command continues searching for the same string, positioning the CLP to the next line containing the same string.

The Current Line Pointer has several important uses. As you will see, it helps you direct the movement, insertion, and deletion of lines or blocks of text in the file. It is also used to tell the EDITOR where to begin searching for a particular string of characters when a change is to be made. We will discuss the other uses for the CLP later, but for now let's move on to a new topic - how to make simple corrections.

When you created your sample text file, you may have made some spelling errors, or perhaps you want to change a word here and there. This is very easy to do with Write-On! Use the positioning commands described in the previous section to put the CLP at the line where you would like to make a change. Then type C (for Change) and the system will issue the prompt STRING1==>. The EDITOR is asking you to type in the word or "string" you want changed. Type it in, and then the system will search for the string, set the CLP to the line containing the string, and issue the prompt STRING2==>. Type the new or corrected word or string, and the system will make the substitution.

If your correction is part of a very long word, you don't have to type the entire word, but just enough so that the EDITOR can locate the part to be changed. For example, suppose we had misspelled the word

REPRESENTASHUN.

After you enter the C (Change) command, you could respond to STRING1==> with SHU. Then for STRING2==> enter TIO. This will fix it, while saving you a lot of typing. And after all, that's what Word Processing is all about.

You don't need to position the CLP exactly on the line you want to change. When you respond to the STRING1==> prompt, the EDITOR will search forward from the current position of the CLP until it finds the first occurrence of the indicated string. The CLP will be automatically repositioned. If Write-On! finds a different line than the one you want, just hit the return key and you will be returned to Command Mode.

In the event that the EDITOR cannot find the string, it will issue the message, 'NOT FOUND', and return you to Command Mode. This means you have asked it to change something that it cannot find, and usually results from a mistake in typing in the search string. The string must match exactly, including punctuation, capitalization, and spacing. If you wish, re-enter your change command after you have determined why the match was not found.

You can insert more new text into your file using the Insert command we will discuss later, but for now let's settle for a "rough draft" of your sample document, and learn in the next sections how to save and print the file.

You can save the text in the computer's memory on a disk file at any time during editing by using the S (for Save) command. It's a good idea to do this every so often when you work on a lengthy document so you won't have to re-enter a lot of text should your dog bite the Apple's power cord in half, or some other act of Murphy occur.

Be sure a work diskette is in the disk drive, then type S (Save) and hit return. The EDITOR will ask what you want to call the file. You can use almost any name you might want to dream up, but it helps to use meaningful file names so you can remember which file contains what information. You may want to include the date, time, or some kind of edition or revision number in the file name to help distinguish between different revisions of the same document. You can use the name of a file already on the disk, but the old file will be replaced by the new one. Remember: it's easier to delete unwanted revisions later than to recover if a needed file is somehow lost or destroyed. In fact, some people go so far as to save versions of important files on different diskettes as insurance against the possibility that one might be lost or damaged.

If you have 2 disk drives, Write-On! will also ask you whether you want to save on Drive 1 or Drive 2.

Once the Save operations is complete, the EDITOR will return you to Command Mode and allow you to continue your editing. When you are finished editing, type E (for End) and hit return. If you have made changes since you last saved the file, you will be asked if you want to save it now. Then you are asked if you wish to EDIT, PRINT, or EXIT. If you respond

'P', the PRINTER program will automatically begin running.

The PRINTER program is designed to take text files you create with the EDITOR, and produce printed copy according to Printer Commands embedded in the text. The layout of the printed output is controlled by three kinds of Printer Commands: Page Characteristics, Printing Format, and Line Commands. Each of these three types of commands will be discussed in the sections that follow.

You can exercise complete control over all of these aspects of the printing operation, but if you don't want to, a set of standard or "default" settings are in effect.

There are several ways to start the PRINTER program running -- 1) after editing, you can go directly to the PRINTER program, or 2) when you first start up the system, you can select the PRINTER program, or 3) if DOS is already "booted", you can type RUN PRINTER. Once the PRINTER program is running, it will ask for the name of the file(s) you wish to print. The PRINTER'S ability to put together several files will be explored in a later section, so for now just type in the name of your practice file. Then hit return an extra time to signal that you don't want any more files, and the program will check to see if the file you want can be found on the diskette.

You'll be asked if this file is to go to a Print-Image file, or to the printer. We'll discuss Print-Image files later, so for now say that the output will go to the printer.

At this point, the PRINTER program ask you to check the paper alignment and hit return when ready. This gives you a last-minute opportunity to set up the printer. When you're all set, hit return and, if everything goes

well, your document will begin printing. If the system "hangs" (seems to quit and do nothing) or if error messages appear on the screen, don't panic - just refer to the Problems and Solutions section in the back of the manual. Hopefully, your masterpiece will be produced as planned. You will have even right margins, and the page number will appear at the bottom of the page, because this is the default, or standard, which Write-On! follows. Later you will learn how to set up your printed page any way you want to.

If you'd like to make some more changes, you can return to the EDITOR program to modify the file as you desire.

Once a file is saved on disk, it's not set in cement. You can re-edit it and re-save it as often as you wish. Start the EDITOR program and type "1" for DISK when it asks you "WHERE WILL THE TEXT COME FROM?"

The EDITOR will then ask you for the name you gave the file when you saved it. After you type in the file name, you will be asked if the file was saved by the EDITOR. The program can accept text files created by other programs, and needs to know if the file is one of its own, or one from a different source. The use of files from other programs is rare, so you will usually type "Y".

If you have 2 disk drives, Write-on! will also ask which drive the file is on.

Your file will be loaded into the computer's memory, and a screen full of the text will appear with the CLP positioned on the first line. (Files not created by the EDITOR take much longer to load.) You can now do any editing you want to, and re-save the file when you are done. You may use the same file name to re-save the file, but it may be wiser to keep the old file intact as a "back-up copy," and give the newly-edited file a different name.

You now know enough to begin using Write-On! for simple applications, so let's take a moment for a quick review.

As you have seen, it is easy to enter a file of text material into Write-On! You get the EDITOR program running, specify keyboard input, and type in your text. Then you can edit your text by terminating Insert Mode with a Control-E, and using the C (Change) command to make corrections. While in Command Mode, you can save the text to a disk file with the S (Save) command, or if you type E (to End) without doing a save, the EDITOR will ask you whether you want to do a save. When your file is finished, you can print it by running the PRINTER program.

Before we go on to see the rest of Write-On!'s features and capabilities, you might like to practice some more with what you've just learned. When you feel really comfortable, you're ready to move on.

WRITE-ON II

By BETSY SPEICHER

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3M

diskettes

CHAPTER 3

EDITING TECHNIQUES

When you start up the EDITOR program and specify that the text is coming from the keyboard, you are automatically placed into Insert Mode. You can also get into Insert Mode from Command Mode, by using the I (Insert) command. This allows you to add new text to an existing file.

When you want to add new text at the end of your current text, set the Current Line Pointer (CLP) at the Bottom of the text with the B (Bottom) command, and then type I for Insert Mode. If you wish to insert the new text into the middle, position the CLP to the line above the point where you want the text added, and then enter the I command.

When you want the new material added to the top of the file, use the IT (Insert Top) command, and the CLP will be moved above the first line of the text. (This is very handy for adding format commands to the file prior to printing the document, as you will see later.)

If you need to insert a word or two into the middle of a line, you can use the C (Change) command. For example, suppose a line reads --

Welcome to our new facilities.

We can change the line to read as follows:

Welcome to our brand new facilities.

Simply use the C command to change "our" to "our brand".

While using the Change is handy for inserting a small amount of text, you'll need to add longer passages, too. Position the CLP on the line where the material is to be added, and type SP

(for SPlit line). The EDITOR will ask you to enter STRING1==>, and will split the line in two at the first space following the string. If the EDITOR can't find the string, it will say "NOT FOUND" and ignore the SP command.

Once you split the line, you can then use the I command to Insert any amount of text you desire, in the normal fashion.

One of the most powerful features of word processing is its ability to completely rearrange the lines, paragraphs, or other sections of text in a document without a lot of retyping. You can do this kind of extensive editing with the line and block editing commands in the Write-On! EDITOR program.

We can try these features on an actual test file. First start the EDITOR and load in the file called REARRANGEMENT SAMPLE from the Write-On! System Diskette. Then you can work through the following exercise and see the effect of each command on the screen.

When the file has been loaded into the computer's memory, you will see a screenfull of text with the CLP positioned at the top line. First we will print the original file as it appears on the screen. Turn on your printer and enter P (Print) as your first command.

Let's try repeating the line that reads --

repeat line command.

Move the CLP to the line by entering D11. Now try RL (Repeat Line). A second copy of the line will appear. Next try RL5 and five more copies of the line will appear.

Next try deleting the line beside the CLP by entering the X (cross-out) command. The line will disappear.

We can move a line from one place in the file to another. For example, let's move the first line to the bottom of the file. First enter B (Bottom) and then LD (Line Destination). When the move is made, the line will be moved just below the line defined as the Line Destination.

Go back up to the Top (T), and enter ML (Move Line). The line at the CLP is moved to the place you previously defined. You can verify that the line was moved by going back up to the top of the file now.

If you do a Move Line without first defining the Line Destination, the line will be moved to the top of the text. There will be times when you'll want to move something to a position which falls in the middle of an existing line. Use the SP (SPlit line) command discussed earlier to break the line at the desired point, and then you can set the line destination to that point.

Next we'll try moving an entire block of text, such as a paragraph. First let's define the first paragraph in the file as the block to be moved. If you're not already positioned at the top of the file, use the T (Top) command to position the CLP on the first line. Enter BF (Block First), then go Down five lines (D5), and enter BL (Block Last). Now we need to define the destination of the block to be moved. Go to the Bottom of the file (B). Suppose we want our paragraph moved to a position just above the last line. Move the CLP Up one line (U1 or just U), and enter BD (Block Destination). Now an MB (Move Block) command will perform the actual move.

Next let's try making a copy of a block in another location in the file. Enter a BL command, then U4, and BF. This will define the paragraph to be copied. Go Up 15 lines (U15), and enter BD. Now an RB (Repeat Block) command will copy the defined block at the destination.

A block can also be repeated a number of times with the RB command. To see this work, let's try making several copies of the (presently) first paragraph in the file. Go to the Top and enter the BF command. Then go Down 13 lines and enter the BL command. Next go to the Bottom of

the file, and define this as the Block Destination. Finally, enter RB3, and three complete copies of that paragraph will be made.

If you don't define a Block Destination, the block will be repeated after itself.

Now suppose that we would like to get rid of five of those repeated lines near the bottom of the screen. Move Down five lines, and define that as the first line of a block (BF). Then move Down four more lines, and define that as the last line of the block (BL). XB will now cause the block to be deleted.

If you use the P (Print) command now, you will print out the modified file and you can compare it to the original you printed earlier.

You can also print a block of your text by first defining a block with the BF (Block First) and BL (Block Last) commands, and then typing PB (Print Block). When you want to save a part of your text on a disk file, define the block and type SB (Save Block).

If you save the file now, perhaps on one of your Write-On! Work Diskettes, you can print both the original REARRANGEMENT SAMPLE file and this one to compare the results.

You can specify the BF, BL, and BD in any order before a Move, Repeat, or Delete. But if you forget the BF or BL, Write-On! will respond with an "UNDEFINED BLOCK". Make sure that the BF and BL are defined, then try again.

Suppose, three quarters of the way through an epic novel, the author decides to change the name of his leading character. Does he commit suicide? Or does his typist invent a new form of ancient Chinese torture? No, no! He calls in Write-On!, and in seconds, all is well.

Seriously, the global change feature of Write-On! solves just such a problem. Every occurrence of a given string of characters can be systematically changed to any other string, throughout the file in memory. Just enter the CA (Change All) command, the string to be changed, and the replacement string, and then sit back and watch while the EDITOR steps through the file, searching for the string and changing it.

Of course, such a powerful command must be used with caution. Be sure to choose a string that the EDITOR won't confuse with other text you don't want changed. For example, if you tell the EDITOR to change all occurrences of the word 'cat' to 'dog', then the word 'catastrophe' will become 'dogastrophe'! To make sure this doesn't happen, you might include the leading and following blanks when you specify a word to be changed (as well as the word to take its place.) If you tell the EDITOR to Change All ' cat ' to ' dog ', then 'catastrophe' (dogastrophe?!) can be avoided.

Of course, this won't work when the word appears at the beginning or end of a line on the screen, because the word will not have both the preceeding and following blanks. To take care of these situations, you could also Change All 'cat ' to 'dog ' and ' cat' to ' dog'. Or use the Repeat Find - Repeat Change technique explained below.

Not only will the CA command prove to be useful when you've changed your mind, but it provides a shortcut that can save you lots of time when you're entering text, too. You can abbreviate or use codes for often used and difficult to type words or phrases when you enter you text, and then use the Change All command to edit in the full word or phrase later. For example, the author of this manual used the abbreviation W/O for Write-On! while entering this text, and then used the CA command to insert the full word all over the file. A clever typist can keep a "codelist" next to the keyboard, adding codes or abbreviations for the most common phrases, and save hundreds of keystrokes!

Another handy command is RC (Repeat Change), which makes the EDITOR Repeat the last Change command that was entered. It finds and changes the next occurrence of the indicated string. By alternate use of the RF (Repeat Find) and RC (Repeat Change) commands, you can work your way through part or all of a file, making the change to some occurrences of the string, and skipping others.

While you can to join many files together when you print them, you may wish to merge a disk file into the middle of the text you are currently editing. The EDITOR program does this easily.

When you do a merge, you will have one file in memory (either by loading it from the disk or typing it in), and another file, or files, on the disk. Put the CLP to the line just above the spot where you want the other file inserted, and enter the M (Merge) command. Tell the program the name of the file to be merged, whether it was saved by the EDITOR, and which disk drive it will come from. After a while (depending upon the length of the disk file) you will be back in Command Mode with the merged file in place. You can continue to edit, merge in other files, or save the new merged file to disk.

CHAPTER 4

PRINTING TECHNIQUES

When the PRINTER program goes about its task of writing your document, it uses special "Printer Commands" which tell it how to format the output. As you have seen, Printer Commands are special sequences of characters, always beginning and ending with a "backslash" character (\). In many cases, the EDITOR will generate a Printer Command automatically when you type a control character. (You type a control character by holding down the CTRL key while pressing another letter key.) You have already seen the "new paragraph" command (\P\) appear when you typed a control-P.

You can type other Printer Commands using the control-X key to generate the backslash. For example, to enter the "tab set" command, \TS120\, you type a control-X, the characters T, S, 1, 2, 0, and another control-X.

There is one other rule regarding the Printer Commands -- in order for the PRINTER program to interpret them correctly, they must appear at the beginning of a line on the screen, before any text that will be printed. You can start a new line by pressing the RETURN key before typing in the command.

In the pages that follow, we will discuss the various Printer Commands in detail, and you'll find a concise one-page summary at the end of the manual. This Reference Card will be very useful after you have learned more about the overall operation of Write-On!

One of the first things you'll want to do is control the overall format of the pages you print. You can set left and right margins, top and bottom margins, tabs, headings, and so on, with Write-On! Printer Commands.

First we will set the form length -- the maximum number of lines that will fit on a complete page or form, from top edge to bottom edge. On a standard 11" piece of paper, assuming six lines per inch, this would be 66. Of course, this will vary depending on the paper and your printer. On some printers the form length should be 60, because the printer automatically skips an inch between pages. When you print mailing labels, your form length may be only 6 or 8.

The command used to set the Form Length is \FLn\, where n is the number of lines per page. The default value, if no \FLn\ command is used, will be 66.

All four margins, top, bottom, left, and right, are set in a similar way. \MTn\ is used to set the top margin, where n is the first line on the page printed. \MBn\ sets the bottom margin, where n is the last line on the page printed. For example, if you specify \MT10\\MB55\, this means that printing will begin on the tenth line of the page and continue through the fifty-fifth line, leaving nine blanks at the top, and eleven at the bottom, of a standard eleven inch page. The default settings of the top and bottom margins are 1 and 66 respectively. This page was printed with \MT5\ and \MB52\.)

Likewise, you set left and right margins with the \MLn\ and \MRn\ commands, where n is the column position of the leftmost and rightmost

characters printed. The default settings of the left and right margins are 1 and 80 respectively. (This page was printed with \ML13\ and \MR56\).

Next, we will tell Write-On! what kind of paper we are using. Some printers use "continuous form" paper (fan fold or roll), others use individual sheets of paper, and still others can handle both types of paper. You can say you are using continuous forms with the \CY\ (Continuous forms Yes) command, and thay you are not with the \CN\ (Continuous forms No) command. If you don't say which type of paper you have, the PRINTER program will assume \CY\.

Write-On! makes many assumptions about the way you want your document printed, but you can select other options by placing Printing Format commands into your text.

For example, the PRINTER can "justify" the right margin of the text (make the right margin straight, like this page), or leave the right margin "ragged" like conventional typing. To specify "Justify Yes", you use the \JY\ command, while \JN\ would indicate "Justify No", meaning "leave the right margin ragged." If you don't use either one, the PRINTER will assume that you want the text justified (\JY\), according to the margins you have set.

You can have single, double, or triple spacing using \SPn\, where n is 1, 2, or 3, respectively. The default, if no \SPn\ command is present, is single spacing.

Write-On! will assume that you want "block paragraphing" (no indent at the beginning of paragraphs) unless you include a \PIn\ (Paragraph Indent) command, where n is the number of spaces you want to indent at the beginning of each paragraph. (This page uses the default.)

Page numbering will begin with page 1, unless you set a different starting page number with a \PGn\ command, where n is the starting page number. When you don't want any page numbering at all, use a \PG0\ command. You can also alter the form and location of the page numbers (see "Special Page Numbering"), but the default is just the page number centered at the bottom.

You can create centered page headings at the top of each new page, by setting up a series of heading lines like these --

```
\HD1\THIS THE FIRST HEADING
\HD2\THIS THE SECOND HEADING
\HD3\THIS THE THIRD HEADING
```

These headings would be centered and printed at the top of each new page. You can have up to 20 headings.

You can clear a particular heading using \HDn\ immediately followed by another Printer Command, with n being the number of the heading you want to clear. \HD0\ clears all headings.

Even though all of the these commands are usually set only once, at the beginning, you can change them whenever you want to. For example, you may need to change the margin settings for a particular paragraph or section of text.

In some situations you can control your format with some of the more advanced features of Write-On! such as the tabs, alternate margins, and temporary margins which we will discuss later.

You will probably put the page characteristics and printing format commands first in your text. You can also put them into a separate "format file" that you can use with many different documents. We'll discuss this idea later under "Chaining Files Together".

When you don't want plain page numbers centered on the bottom of your pages, you can change them. You can have "Page 2" instead of just "2", or put your page numbers on the upper right corner of the page. Here's how.

You change the position of the page number with the \PPx\ (Page Position) command. The x is the actual position as follows --

T = Top
B = Bottom
R = Right
L = Left
C = Center
A = Alternating
S = Suppress

The Alternating page position puts even numbers on the left and odd numbers on the right so that the numbers will always appear on the outside of the page. The Suppress option prevents the page number from printing on the current page only. (all the other Page Position commands stay in effect until the end of the PRINTER run or until you change them). Use the Suppress when you don't want a page number on the title page, on the first page of each chapter, or on a page that has an illustration or table.

So, when you want page numbers on the upper right side of each page, you use the commands \PPR\\PPT\. If you want them alternating, left and right, use \PPA\. And if you want page numbering on some pages and not on others, use \PPS\ on each page where the number will not be printed. Put the \PPS\ command anywhere within the page, so long as it occurs before the page number is printed.

You can also have any combination of letters, numbers, spaces and special characters before and/or after the page number itself. Use the \PLx\ to tell Write-On! what will appear to the left of the page number and \PRx\ for what you want printed to the right. The x will contain what you want printed. For example --

COMMAND	GIVES
None	2
\PLPage \	Page 2
\PL- \\PR -\	- 2 -
\PL1-\	1-2

Page Characteristics and Printing Format commands usually appear only once at the beginning of your text and apply to all of the text which follows. In contrast, Line Commands affect the printing of the text at the point where they occur. The \P\ (Paragraph) command you've already used is one such Line Command.

While in Insert Mode, you can generate any of the Line Commands with a single "control" character, typed by holding down the CTRL key while pressing a letter key. Recall that we were able to generate the \P\ sequence by typing a Control-P.

When you type a Control-L you will get the \L\ (New Line) command, which makes the text that follows it begin on a new line. If you want your new line indented in from the left margin, use the \In\ (Indent) command. The n is the number of spaces to be indented before beginning the printing of the line. A control-I will generate an \I\, and you can backspace over the second backslash, type the desired value of n, and type a control-X to complete the command.

When you want to center a line of text, precede the line with a \C\ (created with a Control-C). The line to be centered will end with the next Printer Command, usually a \L\ or a \P\. A Control-R creates the \R\ Printer Command, which tells the PRINTER program to align the following text with the right margin of the page. The text a be right set on a new line of the printed output, and will include text up to the next printer command.

Write-On! automatically begins a new page when the page is full, but if you wish to force a page break at a certain point, use the \N\ (New

page) command (produced by a Control-N).

These are the most common Line Commands, but there are some other special ones we will discuss later on.

Some printers can produce underlined words, or words that have been double or triple overstruck to produce a **boldface** effect. If your printer can backspace, you can use these features of Write-On!

You begin underlining with the \U\ Printer Command, (generated in Insert Mode with a Control-U). Underlining will end with the next \U\, \L\, \N\, or \P\, or the first command after centered (\C\) or right set (\R\) text. To continue with underlining after one of these commands, you need another \U\.

Write-On! creates boldface by backspacing and overstriking each character three times. The beginning of the overstruck text is indicated by \O\ (generated with a control-O in Insert Mode.) Like underlining, overstriking is ended by the next \O\, \L\, \N\, or \P\, or the first command after centered (\C\) or right set (\R\) text.

Since both underlining and overstriking are done using backspacing, trying to use them on a printer that can't backspace will have strange results. For example, when you underline, each character will be followed by an underline, and overstriking will probably print each letter three times.

When you underline or overstrike centered text or right set text, the \O\ or \U\ command must immediately precede, not follow, the \C\ or \R\ command. The entire right set or centered text will then be underlined or overstruck.

You can set tabs to skip to specific columns on a typewriter, and you can do the same thing with Write-On! You can set up to nine tab positions at a time, using the \TSnp\ Printer Command, where n is the number of the tab (1-9) and p is the position of the tab setting relative to the left margin setting. For example, you would set tab number 2 to the 25th column with \TS225\.

Once you set your tabs, you can use tab commands of the form \Tn\ in the text, where n is the number of the tab setting you want. When the PRINTER program finds the tab command while it's printing, it with skip to that column. If it has already gone past the column on the current line, it will start a new line.

You can generate the \Tn\ command in a unique way -- when you type as Control-T, the EDITOR will wait for you to press a number key. Then the your \Tn\ command will appear on the screen.

You may wish to clear some or all tab settings and set others as the printing proceeds. The \TCn\ command clears tab setting number n, and \TCO\ clears all tabs.

Let's try a couple of examples using tabbing in different ways. The first example uses tabs to list the ingredients of a recipe in two columns on the page. The second is a letter showing how to align numeric information. You'll find the files that printed these examples on your Write-On! diskette, under the file names TABS EXAMPLE 1 and TABS EXAMPLE 2.

RUSS' CHILE VERDE

Here is a delicious and authentic Chile Verde which is easy to make, though it takes a long time. So relax, have a Margarita, and get to work!

2-3 lb. pork roast, boneless	2 large onions
12-20 tomatillos	2-4 cloves garlic
1 qt. chicken broth	2 tsp. cumin
3 cans Ortega whole chiles	

Chop the roast into large (1-1/2 inch) chunks, and sautee in a pressure cooker for 10 min. Add garlic and chicken broth, and pressure cook for 15 minutes at 15 lb. pressure. Add tomatillos, chiles, chopped onions, cumin. Simmer for 3 hours or as long as you can stand it.

To serve, roll into a large flour tortilla for an outrageous burrito, with or without refried beans, cheese, tomatos, etc.

Russ Sprouse

Lillian Lane Associates, Inc.
Suite 307
190 Arroyo Terrace
Pasadena, CA 91103

Dear Ms. Lane:

Here is a price quote for the computer system we were discussing last week:

Apple II Plus - 48K		$1295.00
Disk II w/controller & DOS 3.3		645.00
Disk II w/o controller		495.00
Hayes MicroModem		379.00
Sanyo 9" Video Monitor		210.00
Qume Sprint 5 letter-quality printer		2995.00
Apple Desk		215.00
80-column display board		395.00
Software		600.00
1-year Extended Warantee		195.00
	Subtotal	$7424.00
	Sales Tax	445.44
	Total	$7869.44

If you have any questions regarding this quote, or need any further information, please do not hesitate to call me.

Sincerely,

Russ Sprouse
Store Manager

Keyboard Input is one of the most powerful and unique features of Write-On! It allows you to type in "variables" like people's names, product names, descriptions, prices, etc. and have the information placed into the document during printing as if it had beeen there all along. In this way, form letters or other standard documents can be "customized" to fit many situations.

When you use Keyboard Input, you put a \K\ printer command into the text file where the variable will be inserted. Then, when you print the file, the program will stop and ask you for the variable. You key it in, and printing will continue with the variable inserted in the right place.

Since you may use the keyboard input feature in many ways and in many places within a document, you can write the command as \Kxxx\, where xxx is a prompting word or phrase which will appear on the screen when the document is printed. For example, if the Keyboard input command \KPRODUCT NAME\ appears in a text file, the PRINTER program will stop before printing the line containing the command, and display the message "ENTER PRODUCT NAME" on the screen. You can have any number of Keyboard Input commands in a document, each with its own prompting message.

You can generate the \K\ command while in Insert Mode with a Control-K. Then, if you want to add a prompting message, backspace over the last \ and type in the prompting word you want displayed. Then hit a control-X to generate the second \ again.

While the Keyboard Input feature was originally intended for inserting variables, it is also

handy when you want to stop the printer for other reasons. For example, you can stop to change type wheels or put in a different kind of paper.

On the next page you will find a brief form letter showing the use of the Keyboard Input feature. The file we used to create the example is on your Write-On! disk under the name "KBD INPUT EXAMPLE."

Dear Mr. Wallace,

Thank you very much for your recent inquiry regarding the Apple II Computer System. You will find enclosed a brochure with a complete description. We feel that our price of $1095.00 is very competitive, and we look forward to receiving your order.

Sincerely,

Irving Moss
Sales Manager

Alternate or Script Margins

Alternate Margins were originally designed for playwrights and screenwriters. When you write scripts, you are constantly changing margins to distinguish between stage directions, character names and dialog. The three Alternate Margin settings are called Margin A (Stage Directions), Margin B (Character Names) and Margin D (Dialog).

\A\ - Margin A - for scene description, camera angles, stage directions, tc. This command will skip two lines and set the left margin to 10 and the right margin to 70.

\B\ - Margin B - for the name of the character who is speaking. This command will skip two lines and set to left margin to 30 and the right margin to 79.

\D\ - Margin D - for dialog. This command will skip to a new line and set the left margin to 20 and the right margin to 60.

Alternate Margins are Line Commands and can be generated with "Control" characters --

Control-A generates \A\
Control-B generates \B\
Control-D generates \D\

Study the Script Example on the following page to see exactly how to use the Alternate Margins when you write a script. You will find the text file that writes it named SCRIPT EXAMPLE on your Write-On! diskette.

The setting for the scene is OLIVIA'S house. A caller, a young person "not yet old enough for a man nor young enough for a boy" has demanded to be allowed to speak with the lady. When he refuses to go away, OLIVIA covers her face with a veil and asks that the caller be shown into the room. VIOLA enters in her page's disguise.

VIOLA
The honourable lady of the house, which is she?

OLIVIA
Speak to me; I shall answer for her. Your will?

You may want to change the "default" settings of the margins, especially if you're using them for non-script purposes. The following margin setting commands will change the margins created by the \A\, \B\, and \D\ commands --

MARn\ - Margin A Right set to n. Default is 10.
MALn\ - Margin A Left set to n. Default is 70.
MBRn\ - Margin B Right set to n. Default is 30.
MBLn\ - Margin B Left set to n. Default is 79.
MDRn\ - Margin D Right set to n. Default is 20.
MDLn\ - Margin D Left set to n. Default is 60.

When you are outlining, or enumerating details, features, etc. in your writing, you may want to indent blocks or paragraphs.

We can create something like this using the file "TEMP MARGIN EXAMPLE 1" on your Write-On! diskette --

At our last meeting, the following problems were brought to our attention:

1. **Excessive turnover of managerial staff due to generous job offers from newly-opened branch of the competitor.**
2. **High incidence of sick calls within the ranks of the production staff.**
3. **Deteriorating conditions in the plant due to inadequate maintenance staff and budget.**
4. **General lack of employee moral attributable to numerous causes including those outlined above.**

We have conceived of a program to solve all of these problems, thereby increasing efficiency and production, and eventually resulting in a net gain to the company many times greater than the cost of implementation.

After we typed the number and a period, we used a \S\ (Set Temporary Margin) command written with a Control-S. It set a temporary margin one space in from the last character typed, in this case the period following the number.

You can also set a temporary margin at a tab position by typing the \Tn\ command immediately followed by \S\.

You can use up to ten levels of temporary margins when you want to do extensive outlining. Each \S\ command creates another temporary margin, and each Printer Command which would normally cause a new line to be

printed (\L\, \P\, \C\, etc.) returns you back to the prior level of temporary margins.

When you want to generate a new line without setting the margin back a level, use the \LS\ (new Line, Same temporary margin) command.

You can see how this works in the example on the following page. You will find it on your Write-On! diskette under the name, "TEMP MARGIN EXAMPLE 2".

THE HISTORY OF MIDDLE EARTH

A. The First Age
   1. All That Is Known
   2. The Great Battle
      In which the Host of Valinor broke Thangorodrim and overthrew Morgoth. Then most of the Noldor returned into the Far West and dwelt in Eressea within sight of Valinor; and many of the Sindar went over the Sea also.

B. The Second Age
   1. Foundation of the Grey Havens, and of Lindon.
   2. The Dwarves' migration from their old cities in Ered Luin to Moria.
   3. Sauron begins to stir again in Middle-earth.
   4. The building of Barad-dur.
   5. The creation of the Rings of Power.
      a. The Elven-smiths begin the forging of the Rings of Power.
      b. The Three Rings are completed in Eregion.
      c. Sauron forges the One Ring in Orodruin
   6. War of the Elves and Sauron
      a. The Three Rings are hidden.
      b. Sauron's forces invade Eriador.
      c. Elrond retreats.
      d. Sauron overruns Eriador.
      e. The end of the war.

Normally, when the PRINTER program prints a file of text, it formats each line before printing it. This may cause a slight delay between lines.

If you plan to print a file several times, either because you need multiple copies or because the file is part of several documents, you can speed things up by creating a "Print-Image" file.

After you list the files you want the PRINTER to print, the program will ask you if you want the output to go to the printer or to a Print-Image disk file. If you select the Print-Image option, the text will be set into lines according to your Printer Commands, but instead of being printed, it will be written to a disk file for later printing.

The text you want to change into Print-Image can contain any Printer Commands except Heading (\HDn\) Commands. The program will ask you to provide a name for your Print-Image file. Select a name that begins with 'P.' (a P and a period). For example, if the unformatted file was called 'FORMLETTER', you might call the Print-Image version 'P.FORMLETTER'.

When you want to write a Print-Image disk file, you simply put its name on the list of files you want to print.

The PRINTER program lets you to list up to 100 files and print them in one run. You can string several files together and they will be printed as one big document. You can even mix unformatted and Print-Image files in the list. What's more, the files don't even have to be on the same diskette. Write-On! assumes that each file you list will be on Disk Drive #1. If you have 2 drives and you want a file on Drive #2, list the file you want and end the name with "/2". Thus, you would list a file named LETTER on Drive #2 as LETTER/2.

You may find it useful to have your "formatting" commands in a file separate from your actual text. You can then use this "format file" again and again whenever you want to print another document with the same general format. Conversely, to print the same text under a different format without changing the text file itself, just use a different format file. Once you build up a collection of format files, you can use them with many different texts.

As you write a lengthy document, you can keep parts of it in separate files, so that you can print sections individually or in a different order. This can really speed up making changes and reprinting parts of your document, since you don't have to load the whole thing into the EDITOR to make one tiny fix.

In some kinds of work, you may use the same paragraphs, pages, or sections in many different documents. For example, legal documents are often comprised of relatively fixed "stock paragraphs" put together in various ways. Since the PRINTER program can assemble a document from many short files, it can save you many tedious hours of editing.

CHAPTER 5

DATA FILES

Data Files

Data Files are used to hold information (such as names and addresses) which you will insert into pre-selected places within your text when you print it.

Data Files are made up of Data Records. When your letters, checks or other documents are printed, one document will be printed for every Record in the Data File(s). Every Data Record has from one to nine Fields with each Field representing a separate piece of information that can be inserted into a document. Each Field can be from zero to 256 characters long. (A character can be a letter, number, space, punctuation mark or special character).

The names of Data Files must begin with 'D.' (a D and a period) whether they are created by WRITE-ON! or by another program. If you would like to create Write-On! compatible Data Files from other systems, see the section on "The Data File Converter".

Before you begin entering data into your Data File, you must decide what Fields you want in each Record. You can have as many as nine Fields per Record, but each Record must have the same number of Fields. Each separate piece of information you want to insert has to be a individual Field. For example, if you want to have the name "Mrs. Jane P. Jones" on the mailing label, but Dear "Jane" in the salutation of your letter, then the name you use in the salutation has to be a separate Field.

Each Field will be inserted into your final document according to its Field Number, which is the sequence of the Field in the Record. Let's say that you decide on the following Fields for a marketing letter --

FIELD 1 = Full name
FIELD 2 = Street Address
FIELD 3 = City, State and Zip Code
FIELD 4 = Name for Salutation
FIELD 5 = Product of Interest
FIELD 6 = Salesman's Name
FIELD 7 = Purchase Price
FIELD 8 = Telephone Number
FIELD 9 = Additional Information

Since Write-On! knows your information only by its position in the Record, you should be careful to enter the Fields in the same order for each Record.

Once you've decided what Fields you need, you're ready to start making your Data File. When you run the EDITOR program and say that your text is coming from the keyboard, it asks you if you are creating a Data File. Well, this time say Y.

You're now ready to write your first Record. Type in your first Field then hit RETURN to signal the end of the Field. When you want a "blank" Field, type RETURN only. After you have typed all your Fields, type Control-R and a Record separator consisting of three asterisks (***) will appear. You can then type in the first Field of the second Record, and so on.

Each Field may be up to 256 characters long. A Field which is not longer than 38 characters will appear as a single line, while a Field which is longer than 38 characters will appear on more than one line. When a line ends with a "greater than" sign (>) it indicates that a Field is continued on the next line. When a line begins with a "less than" sign (<) it means that the Field is continued from the previous line.

When you are in Insert Mode, you can enter upper and lower case in the usual way, but the "Control" Commands don't work any more. They are all replaced with the two new Data File Insert Mode Commands (RETURN and CTRL-R) described above. All the normal Command Mode Commands will work with Data Files, and in addition, there are several new Record Commands to make editing Data Files easier.

Here are some special Record Commands designed just for editing Data Files. They let you work on whole Records at a time without defining blocks.

RECORD COMMANDS

URn - Up Record. Set the Current Line Pointer (n) Records up. If (n) is omitted, the Current Line Pointer is set up one Record.

DRn - Down Record. Set the Current Line Pointer (n) Records down. If (n) is omitted, the Current Line Pointer is set down one Record.

XRn - Delete Record(s). Delete (n) Records starting with the current Record and continuing down until (n) Records are deleted. If (n) is omitted, only the current Record is deleted.

RD - Record Destination. A Record will be moved or repeated, then placed after the current Record.

MRn - Move Record(s). Move (n) Records starting with the current Record and continuing down until (n) Records are moved. If (n) is omitted, only the current Record is moved. Records are moved to the place set in the last RD command. If there was no preceding RD command, the Records will be moved to the top of the text.

RRn - Repeat Record. Repeat the current Record (n) times. If (n) is omitted, repeat the current Record once. If there was a preceding RD command, the copy will be moved to that place, otherwise, the Record will be repeated after itself.

Once you choose the structure of your Data Records, you can create the letters and other files you want to use them with. You write your letter in the usual way, except that when you want to put in a Data File Field, you use a \Fn\ Line Command.

When the PRINTER program finds a \Fn\ command, it will insert a Field into your text. The n is the Field Number you want. You can create the \Fn\ command when you type in your text by typing Control-F followed by the Field Number.

When you're ready to print your documents, list your text file(s) first, then list all the Data Files you want to merge in. You can have any number of text and Data Files as long as the total number of files doesn't exceed 100. All Text Files must come before all Data Files. One copy of the document will be produced for each Record in the Data File(s).

The examples on the following pages show a typical Data File application, using a mailing list to generate a form letter in one case, and mailing labels (from the same Data File) in the other. You'll find the files on your Write-On! diskette, entitled FORM LETTER EXAMPLE, MAILING LABEL EXAMPLE, and D.DATA FILE EXAMPLE.

Mr. Jack Henderson
The Lowell Corporation
12345 Carroll Road
Lewis City, MD 34567

Dear Mr. Henderson;

Your position as Treasurer of The Lowell Corporation makes you fully aware of the rapidly changing business climate in Lewis City. We at The Business Institute are also aware of the complexities of running a business in today's fast-paced world, and have developed a way of helping you keep up.

Our team of Consulting Instructors will be holding a series of seminars in Lewis City one Weekend per Quarter for the next year. You or your Managerial Staff can attend these seminars on a regular or occasional basis.

Please read the enclosed brochure which includes details on the program and meeting dates and places. And give us a call at our toll-free number to make your reservations. Remember - training doesn't cost - it pays!

Sincerely,

Ms. Marion Jackson
Deere Heavy Industries
8987 W. River Road
Compton, MI 43212

Dear Ms. Jackson;

Your position as Vice-President of Deere Heavy Industries makes you fully aware of the rapidly changing business climate in Compton. We at The Business Institute are also aware of the complexities of running a business in today's fast-paced world, and have developed a way of helping you keep up.

Our team of Consulting Instructors will be holding a series of seminars in Compton one Weekend per Quarter for the next year. You or your Managerial Staff can attend these seminars on a regular or occasional basis.

Please read the enclosed brochure which includes details on the program and meeting dates and places. And give us a call at our toll-free number to make your reservations. Remember - training doesn't cost - it pays!

Sincerely,

Mr. Bill Weingart
Pearson Bros. Architects
68 Business Center Plaza
Anchorage, AK 98765

Dear Mr. Weingart;

Your position as Project Director of Pearson Bros. Architects makes you fully aware of the rapidly changing business climate in Anchorage. We at The Business Institute are also aware of the complexities of running a business in today's fast-paced world, and have developed a way of helping you keep up.

Our team of Consulting Instructors will be holding a series of seminars in Anchorage one Weekend per Quarter for the next year. You or your Managerial Staff can attend these seminars on a regular or occasional basis.

Please read the enclosed brochure which includes details on the program and meeting dates and places. And give us a call at our toll-free number to make your reservations. Remember - training doesn't cost - it pays!

Sincerely,

Mr. Jack Henderson
Treasurer
The Lowell Corporation
12345 Carroll Road
Lewis City, MD 34567

Ms. Marion Jackson
Vice-President
Deere Heavy Industries
8987 W. River Road
Compton, MI 43212

Mr. Bill Weingart
Project Director
Pearson Bros. Architects
68 Business Center Plaza
Anchorage, AK 98765

You can reformat files from other systems, such as mailing list systems, general ledger systems, etc. into WRITE-ON! Data Files using the DATA FILE CONVERTER program which is found on your WRITE-ON! diskette. This is how you use it --

1. Change LINES 1000-1999 to your own APPLESOFT BASIC subroutine to read and arrange the set of Fields which will make up your final Data Record. You should fill F$(1) with the string of characters which will be Field #1 on the Data Record, fill F$(2) with Field #2, etc.

2. After you have processed all your Fields, set EF to 1 as an end-of-file indicator somewhere within LINES 1000-1999, then exit this routine.

3. On LINE 20500, set NF equal to the number of Fields in your Data Record.

4. On LINE 20600, set DF$ equal to the name of the Data File your are creating. Remember, the name must start with "D.".

5. Put any initialization code you need (such as opening input files, etc.) between LINES 20601-29999.

CHAPTER 6

HELP!!

When the PRINTER program doesn't understand your commands, it prints an error message in the middle of your text. The message will be followed by the command in question along with the rest of your original line. Here's a list of those brief error messages, with an explanation of what might have caused each error and how to fix it.

Error Message
END OF COMMAND BEFORE BACKSLASH

Probable Cause
The second backslash of a command is missing or on the next line of text.

Correction
Fix the command to include the missing backslash. The backslash character can be generated with a control-X while using the EDITOR program. Check that the entire command is all contained on one line of text on the screen.

Error Message
INVALID CHARACTER IN COMMAND

Probable Cause
A typographical error while typing in the command.

Correction
Check the manual for the exact command format, and correct the command. An invisible control character in the command might be the culprit, in which case you will have to delete and re-enter the line in question.

Error Message
UNKNOWN COMMAND

Probable Cause
This is probably a typographical error.

Correction
Check and correct command format.

Error Message
INDENT GREATER THAN LINE LENGTH

Probable Cause
Based on the currently active margin settings, you have tried to indent beyond the right margin. Remember - the \In\ (indent) command specifies how far to indent from the left margin.

Correction
Check your margin settings and correct the indent command accordingly.

Error Message
MISSING NUMBER

Probable Cause
The number is missing from a command that requires it (for example, a \Tn\ (Tab) or margin setting command).

Correction
Check the command format and correct the command to include the needed number.

Error Message
CONFLICT OF TOP MARGIN AND BOTTOM MARGIN

Probable Cause
You have set a top margin below the bottom margin.

Correction
Remember that both the top and bottom margins are counted from the top of the page. So decide where you want the margins to be, relative to the top of the page, and correct the margin commands accordingly.

Error Message
CONFLICT OF BOTTOM MARGIN AND FORM LENGTH

Probable Cause
You have set a bottom margin below the form length currently in effect. This happens when you decrease the form length before setting the bottom margin up, or increase the bottom margin before setting the form length down.

Correction
Try reversing the \FL\ (Form Length) and \MB\ (Margin Bottom) commands.

Error Message
CONFLICT OF LEFT MARGIN AND RIGHT MARGIN

Probable Cause
Setting a new left margin greater than the right margin currently in effect, or a new right margin less than the left margin currently in effect.

Correction
Fix the margins or try reversing the \ML\ and \MR\ commands.

Error Message
TAB GREATER THAN COLUMN 132

Probable Cause
Bad Tab Set specification

Correction
Set the tab to a value less than 132.

Error Message
NO TAB SETTING

Probable Cause
You have forgotten to set any tab settings (using the \TSnp\ command) or you are using the wrong tab number.

Correction
Add the Tab Setting or correct your tab numbers in the text.

Error Message
HEADING NUMBER GREATER THAN 20

Probable Cause
The number in the \HDn\ command is greater than 20.

Correction
Change "n" to a number between 1 and 20.

Error Message
TAB NUMBER GREATER THAN 9

Probable Cause
You have a number in the \Tn\ command which is greater than 9.

Correction
Change the "n" to a number between 1 and 9.

Error Message

TAB BEYOND END OF LINE

Probable Cause

A tab setting has been used which is greater than the current line length (according to the currently set margins).

Correction

Check the tab setting and margin settings, and correct as needed. Remember that the tab is set from the current left margin, not the left side of the paper.

Listed below are some of the problems users of WRITE-ON! have had, and suggestions to help you solve these problems, if they happen to you.

Problem -
The EDITOR program ends before you have saved your text because you typed "E" too soon, accidently hit RESET, or the program ended abnormally.

Solution -
Press RESET. If you don't see a "]" on the screen, type "3D0G" (Three, "D", Zero, "G"). Then type "GOTO 20910". When WRITE-ON! asks you where the text is coming from, type "2" (keyboard). When you see your text on the screen, type CTRL-E. This is the "Warm Start" procedure to restart WRITE-ON! without losing the text you were working on.

Problem -
While you are using the EDITOR program, the program stops for as long as 30 seconds. Then, suddenly, the programs starts again. If this happens when you are typing in text, some of the text may be lost.

Solution -
When the Apple stores characters, it periodically has to do some "housekeeping" to clean up unused memory. Just be patient, and the program will start up again. If this happens too often, it's a good sign that the file you are working on is nearly filling the computer's memory, and you should do a Save soon. Then you can start the EDITOR fresh with the saved file. You may want to save a large text file as two or more blocks of text which can be managed more easily.

Problem -

You are in Command Mode and you have just typed "M", "S", "SP", "F", or "C" and then decided you don't want to Merge, Save, Split, Find or Change.

Solution -

When WRITE-ON! asks you for the name of the disk file, or for STRING1 or STRING2, just press RETURN and it will cancel the command.

Problem -

When you use the F (Find) or C (Change) command, the Editor can't seem to find a string which appears to be there.

Solution -

The string you are searching for must exactly match the string in the file. This includes spaces, capitalization, punctuation, etc. The string you are looking for may contain an invisible control character which only appears identical. The only thing you can do about control characters is to delete the line and retype it. Also, you won't find a string which carries over from one line to the next on the screen, because the EDITOR can only find the string if it is fully contained in one line. You can avoid this problem by only looking for one word, or a portion of a word, at a time.

Problem -

While you are typing in text in Insert Mode, or a STRING for a Find or Change, the cursor is a character or more ahead of the place where you are typing.

Solution -

This happens when the current line contains one of those invisible control characters. Just backspace until the cursor is back in sync with the letters, and begin retyping from there.

Problem -

You have tried to run the PRINTER program with the examples on your Write-On! Master Diskette and either nothing happens or they don't look the way they do in this manual.

Solution -

First, check whether you have done the installation properly. Since this only takes a minute, do it again and see if this helps. If you are not sure how to answer the installation questions, check with the dealer who sold you your printer. Also be aware that some of the examples use the default form length of 66. Many printers have a form length of 60 lines after which they automatically skip 6 lines. If this is your problem, add the printer command \FL60\ to the beginning of your text, or find out how to disable the bottom-of-page line skipping in your printer.

Problem -

Something is going wrong which isn't mentioned here.

Solution -

Try any or all of the following -

1. Check this manual and Reference Card to see how to do what you want.
2. See how what you want to do is done by consulting the examples on the back of the WRITE-ON! diskette.
3. Play around and see if there is another way to do what you want.
4. If all else fails, fill in the Reader Service Card at the end of this manual and send it to us. Describe the problem as completely as you can and include samples of the text which caused the trouble, if you have it. We will get back to you with an answer as soon as we can.

APPENDIX A

INDEX

READER SERVICE CARD

REFERENCE CARD

Appendix A

The Shift Key Modification

You can make Write-On! more convenient to use on an Apple II, by making a modification to your computer which will allow the shift key to work the way it does on a typewriter. When you make this modification, you will be able to hold down the shift key while you press another letter, and Write-On! will make it an upper case capital letter.

CAUTION - THIS MODIFICATION SHOULD ONLY

BE DONE BY SOMEONE FAMILIAR WITH THE

APPLE II MICROCOMPUTER

The modification involves soldering a small wire to the pad marked 42 on the Apple keyboard and running the other end to pin 4 of the GAME I/O connector. The pad marked 42 on the keyboard circuit card has three pads next to each other. With the keyboard upside down and the front edge of the keyboard toward you, use the leftmost of the three pads. With a small soldering iron, melt the solder in the hole and insert the wire to be used. Apply only enough heat to insure a firm joint. The best way to connect the other end of the wire to pin 4 of the Apple GAME I/O connector is to use a 16 pin DIP header, available at your local electronic parts store. If this part is not available, you may be able to carefully solder the wire to the short pin which projects beneath the GAME I/O connector.

If at all possible, have a qualified technician perform this modification.

Editing With the Shift Key

Once you make the shift key modification, you can enter capital letters the way you do on a typewriter. If you want to lock the shift for all upper case, press the ESC key twice. To unlock the shift, press the ESC key once.

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WRITE-ON! READER SERVICE CARD

Your comments help us to improve the usefulness of our programs and manuals. Use this form for technical questions about the system, help with problems, and suggestions for improvements. Fill the form out, include samples of problem text and output (if appropriate) and mail to --

WRITE-ON!
Datamost
19273 Kenya Street
Northridge, CA 91326

Please include your name and address below if you wish a reply.

Indicate what versions of the EDITOR and PRINTER program you are using. (The version number appears in the upper right corner of the screen when the EDITOR or PRINTER is started.)

EDITOR VERSION -- PRINTER VERSION --

This is a (Check one)

( ) Description of a program error
( ) Correction to the User's Manual
( ) Request for information
( ) Suggestion for an additional feature
( ) Other

Describe how we can help you on the other side of this page. Use additional sheets, if you have to.

EDITOR COMMANDS

SETTING CURRENT LINE POINTER (CLP)

TOP	T	Move CLP to top of text
BOTTOM	B	Move CLP to bottom of text
UP n LINES	Un	Move CLP up n lines
DOWN n LINES	Dn	Move CLP down n lines
UP PAGE	UP	Move CLP up one page (20 lines)
DOWN PAGE	DP	Move CLP down one page (20 lines)
LINE n FROM TOP	Ln	Move CLP n lines down from top of text
FIND	F	Set CLP at first line after current CLP which contains STRING1
REPEAT FIND	RF	Set CLP at next line which contains the same STRING1 as the last FIND or CHANGE

CURRENT LINE COMMANDS

EDIT (with Program Editor Keys)	RETURN key	Edit Current Line using Program Editor Keys
INSERT	I	Type in text to be placed after CLP
INSERT (AT TOP)	IT	Type in text to be placed at top of text
MERGE	M	insert text from disk, putting merged text after CLP
DELETE	X	Delete line where CLP is located
CHANGE	C	Change next STRING1 to STRING2
REPEAT CHANGE	RC	Repeat above changes with next STRING1
CHANGE ALL	CA	Change all STRING1 to STRING2
SPLIT LINE	SP	Split line at a next word break after STRING1
LINE DESTINATION	LD	Moved line will follow line where CLP is located
MOVE LINE	ML	Move line at CLP below the "LD" above
REPEAT LINE	RLn	Repeat line at CLP n times

BLOCK DEFINITION COMMANDS

BLOCK FIRST LINE	BF	Define line at CLP as first line of a block
BLOCK LAST LINE	BL	Define line at CLP as last line of a block
BLOCK DESTINATION	BD	Moved block will follow line where CLP is located

BLOCK OPERATION COMMANDS

DELETE BLOCK	XB	Delete block defined above
MOVE BLOCK	MB	Move block to destination as defined above
REPEAT BLOCK	RB	Repeat block defined above
SAVE BLOCK	SB	Write the block defined above to disk
PRINT BLOCK	PB	Print the block defined above to the printer in EDITOR screen format

RECORD COMMANDS

UP RECORD	URn	Move CLP up n records. If no n, move up 1 record.
DOWN RECORD	DRn	Move CLP down n records. If no n, move down 1 record.
DELETE RECORD	XRn	Delete n records from CLP on down. If no n, delete record at CLP.
RECORD DESTINATION	RD	Move or repeat a record after this record
MOVE RECORD	MRn	Move n records from CLP on down. If no n, move record at CLP.
REPEAT RECORD	RRn	Repeat record at CLP n times. If no n, repeat it once.

OTHER COMMANDS

SAVE	S	Write this text to disk
PRINT	P	Print this text on the printer in EDITOR screen format
END	E	End EDITOR Program

Reference Card Courtesy of KEN KENITZER and BETSY SPEICHER

WRITE-ON! REFERENCE CARD

PRINTER COMMANDS

PAGE DEFINITION	COMMAND	DEFAULT	
FORM LENGTH	\FLn\	66	n=Form length in lines
TOP MARGIN	\MTn\	1	n=Lines from top of form
BOTTOM MARGIN	\MBn\	66	n=Lines from top of form
LEFT MARGIN	\MLn\	1	n=Spaces from left side of form
RIGHT MARGIN	\MRn\	79	n=Spaces from left side of form
CONTINUOUS FORMS	\CY\	YES	Continuous forms are being used - this is the default
NOT CONTINUOUS FORMS	\CN\		Single sheets are being used

PRINTING FORMAT			
SPACING BETWEEN LINES	\SPn\	1	n=Spaces between lines (1 2 or 3)
PARAGRAPH INDENTATION	\PIn\	0	n=Spaces to indent at beginning of paragraph
TAB SET	\TSnp\		n=Tab number, p=Spaces from left margin
TAB CLEAR	\TCn\		n=Tab number to clear, 0=clear all tabs
RIGHT JUSTIFICATION	\JY\	YES	Justify lines to an even right margin - this is the default
NO JUSTIFICATION	\JN\		Do not justify
PAGE HEADINGS	\HDn\		n=Page heading number 1.....0. n=0 means clear all headings.
PAGE NUMBERING	\PGn\	1	n=Page number to start with, 0=no page numbers
PAGE NUMBER POSITION	\PPx\	B C	Page number Position. x values are -- T=Top, B=Bottom, L=Left, R=Right, C=Center, A=Alternating, S=Suppress
PAGE NUMBER LEFT STRING	\PLx\		Put string x to left of page number when it is printed
PAGE NUMBER RIGHT STRING	\PRx\		Put string x to right of page number when it is printed
ADD LINES	\AD\		Inserted automatically by program when needed
SET TEMPORARY MARGIN	\S\		Set temporary margin after last character or tab printed
ALTERNATE (SCRIPT) MARGINS			
MARGIN "A" LEFT	\MALn\	10	n=Spaces to left margin (Stage Direction Margin)
MARGIN "A" RIGHT	\MARn\	70	n=Spaces to right margin (Stage Direction Margin)
MARGIN "B" LEFT	\MBLn\	30	n=Spaces to left margin (Character Name Margin)
MARGIN "B" RIGHT	\MBRn\	79	n=Spaces to right margin (Character Name Margin)
MARGIN "D" LEFT	\MDLn\	20	n=Spaces to left margin (Dialog Margin)
MARGIN "D" RIGHT	\MDRn\	60	n=Spaces to right margin (Dialog Margin)

LINE COMMANDS	CTRL			
NEW LINE	L	=	\Ln\	Skip n lines. If no n, skip to next line
NEW PARAGRAPH	P	=	\P\	Start a new paragraph
NEW PAGE	N	=	\Nn\	Skip n pages. If no n, skip to next page.
INDENT	I	=	\In\	Skip to next line then indent n spaces
RIGHT SET	R	=	\R\	Set text which follows to right margin
CENTER	C	=	\C\	Center text which follows between margins
TAB	T	=	\Tn\	Skip to tab number n
KEYBOARD INPUT	K	=	\Kx\	Stop printer and wait for input from keyboard (Ask for x)
NEW LINE (FOR PRINT COMMAND)			RTN	New Line on Edit Screen (Text Files Only)
UNDERLINE	U	=	\U\	Underline text between \U\ and next \U\ or \L\, \N\, \P\
OVERSTRIKE (BOLDFACE)	O	=	\O\	Overstrike text between \O\ and next \O\ or \L\, \N\, \P\
START TEMPORARY MARGIN	S	=	\S\	Set temporary margin after last character or at tab
NEW LINE, SAME TEMPORARY MARGIN	LS	=	\LS\	Start a new line, retaining temporary margin
ALTERNATE MARGINS "A"	A	=	\A\	Skip 2 lines and set margins at Margin "A" (Stage Direction Margin)
ALTERNATE MARGINS "B"	B	=	\B\	Skip 2 lines and set margins at Margin "B" (Character Name Margin)
ALTERNATE MARGINS "D"	D	=	\D\	Skip to next line and set margins at Margin "D" (Dialog Margin)
FILE FIELD INPUT	F	=	\Fn\	Insert Data File Field number n in text at this point
END OF DATA FILE FIELD			RTN	End a Data File Field (Data Files only)
END OF DATA FILE RECORD	F10			End a Data File Record (Data Files only)
END INSERT MODE	E or F1			End insert mode

Write-On T.M. Word Processing Software

DATAMOST